

Incorporated Change Notice for DoD Standards

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PROBLEM STATEMENT

The IPT discussed at length the concept of electronic change notices. A number of significant factors arose during these discussions:

1. Change notices, as compared with amendments, are stand-alone documents, rather than cumulative documents.
2. Change notices affect modifications at the page level, rather than the paragraph level.
3. Large defense standards (i.e., standards of hundreds of pages in length that are 10 to 40 MB with graphics) present unique difficulties in creation, coordination, and use.
4. Customer requirements vary. Some customers desire a fully complete document with all change notices incorporated. Some customers desire only the stand-alone notice.
5. Stand-alone notices are relatively easy to coordinate and offer the standardization activities a concise document containing all changes rather than a document of hundreds of pages.
6. Many technical counterparts within the military and industry maintain a master reference document with notes and other information. These customers do not desire to download an entire document at one time.
7. Although some customers and Preparing Activities have efficient downloading capability, many customers do not. Large documents require considerable time to download.
8. Other customers, such as new customers and libraries, may prefer a single document.
9. Depending on concept evolution, an incorporated change notice would be a technically incorrect designation. It would be an incorporated amendment. Today, MIL-STD-962 prohibits amendments.
10. The use of N1 and N2 type flags in the standards (which we would change at the paragraph level) become confusing and would change the nature of how standards are changed. Today, we use page insertions.
11. Today, people understand how change notices work and how to use them.

Considering these factors, the concept of individual change notices as prescribed in MIL-STD-962 should be retained. The change notice concept is understood widely and offers significant advantages in preparation and coordination of Defense standards, especially for those very large defense standards covering hundreds of pages of text. Examples of large documents that benefit from this approach include MIL-STD-202 (Test Methods For Electronic and Electrical Parts), MIL-STD-750 (Test Methods for Semiconductors), and MIL-STD-883 (Test Methods for Microcircuits).

Two types of customers download these documents. Some customers want to download the entire document with all changes incorporated electronically. Other customers prefer to download only the change notice to update the master copy or to perform the document review for coordination. In many cases, download times for very large documents can be extensive when the customer wants only to review the changes accomplished in the change notice.

RECOMMENDATIONS

Recommendation #1

The change notice policy, as described in MIL-STD-962, should remain. Individual, non-cumulative change notices would be coordinated and approved as stand-alone documents. Changes would continue to be made at the page level (or for some standards, the entire test method level (e.g., Method 107).

Recommendation #2

As a service, the Preparing Activity also would prepare a companion electronic document file that would incorporate the stand-alone change notices. The file would appear exactly like a paper-based file with the change notice pages, page changes, and test method changes incorporated.

CONCEPT OVERVIEW

In cases where the defense standard is a relatively small document, revision could be accomplished versus the stand-alone change notice. ASSIST will show:

Media	Document Part Description	Part Status	Pages	Size
pdf	MIL-STD-1243A	Current		
pdf	Change Notice 1 to MIL-STD-1243A	Current		
pdf	Change Notice 2 to MIL-STD-1243A	Current		
pdf	MIL-STD-1243A with Change Notices 1 and 2 Incorporated	Current		

When revising Defense standards, only the stand-alone files would be maintained for historical reference. For example, when MIL-STD-1243B is published, the user would find only the following files in ASSIST:

Media	Document Part Description	Part Status	Pages	Size
pdf	MIL-STD-1243A	Historical		
pdf	Change Notice 1 to MIL-STD-1243A	Historical		
pdf	Change Notice 2 to MIL-STD-1243A	Historical		
pdf	MIL-STD-1243B	Current		

To accomplish this change, no change to MIL-STD-962 is required for preparing standards; however, the following paragraph should be added to page 44 of DoD 4120.24-M:

“5.8.1.1 *Changes notices for defense standards.* In addition to submitting a copy of the change notice electronically to DoDSSP, the Preparing Activity also shall prepare a companion electronic file of the standard with the change notice incorporated electronically (e.g., MIL-STD-1234B, With Change Notice 1 Incorporated).”